

JIM EDGAR  
Secretary of State  
and  
State Archivist

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION NO. 90-24  
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APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

A-7.1

AGENCY Department of Children and Family Services

DIVISION Director's Office (Chicago)

SUBDIVISION

RECOMMENDATION:

*Jim Edgar* 5/16/90  
ARCHIVIST DATE

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.

04/26/90

HEAD OF AGENCY  
GORDON JOHNSON

DATE

STATE RECORDS COMMISSION APPROVAL:

*Michael Devine*  
CHAIRMAN  
SECRETARY

MAY 16 1990  
DATE

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>GIVE TITLE, EARLIEST DATE, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS, LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED, THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.</p> <p><b>Family First Proposal Records (Originals and Duplicates)</b></p> <p>Dates: 1988 - Volume: 10 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological by year</p> <p>This record series consists of documents which summarize grant programs and monies pertinent to the agency's implementation of the Family Preservation Act, 1987 (Public Act 85-985). The Act calls for the department to prevent, if possible, the placement of children into "substitute care" by bringing about family reunification through case management services, counseling, parental education, day care, respite care, medical assistance, transportation services, and in-home health care. The programs are renewed on an annual basis and become inactive as the funding terminates.</p> <p>Contents of the record series include proposals with supporting documents (e.g. service agreements, letters of intent, budget narratives, Performance Data Budget and Cumulative Quarterly Report, and a Departmental Personnel Budget and Quarterly Report Matrix Short Form). If the grant program is oriented toward research, then the documents are original with duplicates being disseminated to the designated private/public entity receiving monies. If the grant program is pertinent to "delivery services", then the documents are both original and duplicate with copies being disseminated to Regional Service Centers of the agency. A related record series "Service and Grant Program Contracts and Agreements with Supporting Documents" is maintained by the agency for eight (8) years per item 1 of Application 83-70. Information of the record series appears in the agency's brochure entitled <u>Family First</u>. This publication has been accessioned by the Illinois State Library. Data pertinent to the program are summarized in the department's annual report also filed with the Illinois State Library.</p>	

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(CONTINUATION SHEET)

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RM M RM-7a

NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Recommendation: Retain in office for three (3) years following termination of grant funding, then transfer to the State Records Center for seven (7) years retention, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>